

SIGNATURE AND/OR RELEASE AUTHORITY CHANGE REQUEST MEMO

DATE:

TO: B.J. Carreras, Budget Officer; **and** Signature Request 1 or 2
(Dependent upon organization – Reference Budget Office Home Page – www.bnl.gov/budget for details)

FROM: Department Manager, Department Chair or Division Manager

SUBJECT: Signature and/or Release Authority Change ONLY

Information has been provided in the appropriate field(s) below so that the requested change can be made to either signature and/or release authority at the appropriate level:

Department		Subdivision	
Project Number		Activity Number	

A memorandum dated (*enter date of memo*) that provided a standard set of names of those with Signature and/or Release Authority for (*enter related department code*) was sent to the Budget Officer from our Business Operations Manager/Department Administrator. (Note that this memo must be annually updated for each organization and sent to the Budget Office.)

Check the appropriate action to be taken:

- ☐ Addition to be made to the list referenced above, as outlined:
- ☐ Deletion to be made to the list referenced above, as outlined:

Note action to be taken	Signature Authority Individuals NOT previously granted Signature Authority		
	Name (Last name, First Initial)	Life Number	Tier II or III
ADD/DELETE			
ADD/DELETE			

Note action to be taken	Release Authority Amount (for Web Input Only) Individuals NOT previously granted Release Authority		
	Name (Last name, First Initial)	Life Number	Dollar Limit
ADD/DELETE			
ADD/DELETE			

The employees listed above have:

- ☐ Been briefed and are familiar with the allowable and unallowable cost provisions in Contract Clause H.4 and I.102 of the BSA Contract DE-AC02- 98CH10086 with the U.S. Department of Energy.
- ☐ Successfully completed the on-line web training for Signature and Release Authority.

Copy to: Cognizant Budget Administrator